

BERRIEN COUNTY
JOB DESCRIPTION

TITLE: Juvenile Center Assistant Supervisor

DEPARTMENT: Juvenile Center

SALARY RANGE: \$35,002-\$46,907

GENERAL SUMMARY:

Under the direct supervision of an assigned Juvenile Center Supervisor, serves as an "Assistant Supervisor" for the facility. The Juvenile Center Assistant Supervisor shall provide ongoing supervision of facility security, programs, residents, and personnel, in accordance with Juvenile Center Policies and Procedures. This position shall be primarily stationed in the Secure Detention Control Room with the responsibility for the coordination and monitoring of all scheduled programs and delegation of specific assignments to child care staff. This position has the primary responsibility for ensuring that staff provide residents medical treatment/medications as prescribed and that residents are provided with adequate clothing, bedding, and hygiene supplies by staff. This position shall maintain an inventory of security and emergency equipment and distribute such items to child care staff as required on the shift. The Juvenile Center Assistant Supervisor will serve as the designated person in charge of the facility in the absence of higher-ranking personnel. This position will be required to work weekends, holidays, and flexible shifts on a regular basis. The Juvenile Center Assistant Supervisor is expected to ensure and document continuous compliance with ACA Accreditation Standards and Michigan Administrative Rules relating to Juvenile Center operations. Duties are carried out in accordance with the Courts' statutory purpose as well as all Court, County and Juvenile Center Policies and Procedures.

TYPICAL DUTIES:

1. Supervises the work of Juvenile Center Group Leaders, Youth Specialists, Substitutes, or unpaid personnel on assigned shifts; participates in the selection, training, discipline and evaluation of Center employees, volunteers or interns.
2. Distribute or ensure staff distribute medications to residents as prescribed, implement medical treatment plans as ordered, and process resident medical complaints as required.
3. Maintain optimal security and programming in the facility by monitoring the facility security camera system and communication system.
4. Receive / screen and process telephone calls for residents and child care personnel on the shift.
5. Participate in the planning and delegation of assignments for Secure Detention or Residential employees and ensure that these assignments are fulfilled.

6. Document the distribution and return of all security or program equipment on the shift maintaining an accurate inventory at all times.
7. Ensure staff complete all required reports prior to end of the shift.
8. Arrange supervised transportation for residents to and from home, Court, hospital, dentist, doctor, etc. as needed; ensuring that all appointments are kept consistent with security limitations.
9. Assist Juvenile Center Supervisor on the shift as needed or requested.
10. Ensure that employees comply with expectations regarding appropriate speech, dress and professional conduct in the workplace.
11. Serve as a coach providing direct / immediate feedback or corrective discipline to child care staff on their performance and provide direct input into staff performance appraisals.
12. Ensure that the daily schedule is followed by staff on both units and tasks are completed prior to end of shift.
13. Ensure the implementation and documentation of emergency procedures by staff as required.
14. Ensure radios are fully charged and operational throughout the shift and monitor all radio communication by staff on the shift.
15. Receive requests for admission from law enforcement agencies and make appropriate intake decisions regarding referrals to Secure Detention.
16. Ensure that employees continuously and directly monitor/supervise the residents and facility to ensure optimum levels of security and programming.
17. Ensure that the behavior management system guidelines are strictly followed by residents and employees.
18. Ensure that the staffing pattern for the facility is adequate and implement - replacement procedures as necessary by offering overtime or calling in substitutes.
19. Ensure that all unusual incidents are logged and reported promptly to the Center Director's Office orally and in writing and that the daily log accurately describes the significant events on each shift.
20. Ensure proper implementation of the Secure Detention and Residential Programs and adherence to Court, County, and Juvenile Center Policies and Procedures by employees or unpaid personnel.
21. Monitor and/or coordinate all resident population movement within the facility and ensure that staff take all necessary security precautions during movement..

22. Serve as the designated person in charge of the facility in the absence of the Juvenile Center Supervisor, Assistant Director, or Director.
23. Ensure that orientation is given to new residents by staff, that all intake information is completed at admission and that resident case files are accurately maintained.
24. Ensure continuous auditory monitoring and that 15-minute visual security checks by staff of residents in their rooms are completed and documented as required.
25. Ensure that the Juvenile Center Blood Borne Pathogen/Exposure Control Plan is complied with by staff and residents at all times.
26. Maintain an adequate inventory for child care staff of cleaning, first aid, clothing, bedding, and hygiene supplies for use on the shift, ensuring that resident and facility appearance and cleanliness is always a priority for staff.
27. Provide after hours, weekend and holiday assistance to Police Agencies, the Juvenile Center, Court, and the Prosecuting Attorneys' Office as needed.
28. Ensure that the Control Room is kept clean and organized at all times and that child care staff ensure the cleaning of rooms/living areas on the units.
29. Complete other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

A Bachelors Degree in the Behavioral Sciences or related field, or 60 semester hours of college credit with a minimum of two years of paid full time experience working with juvenile delinquents or adult offenders in the justice field, or with clients in the social service/mental health fields.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Coursework in Criminal Justice, Corrections or Administration
- Supervisory experience in the field of juvenile or adult corrections
- Knowledge of accreditation standards and administrative rules relating to juvenile detention and residential treatment facilities
- Knowledge of computer applications in the justice system.

SPECIAL EMPLOYMENT CONDITIONS

Employees of the Berrien County Probate Court must submit to fingerprints and may be subjected to criminal record, character, drug testing, mental health screening and clearance before employment. Employees must possess a valid Vehicle Operator's License, pass a pre-employment physical as condition of employment. Appropriate speech and dress, as well as a high level of personal professional conduct for work in a Court setting is required in accordance with the standards established by the Chief Trial Court Judge.

This description is intended to describe the type of and level of work being performed by a person and assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

BERRIEN COUNTY
STATUS: NON-UNION, EXEMPT
GRADE: 8